

OTTAWA COUNTY
SANITARY CODE
FOR
ENVIRONMENTAL PROTECTION

CHAPTER 1

1-1 AUTHORITY AND POLICY.

1-1.1 Legal Authority. This code is adopted under the authority granted to the Board of County Commissioners by K.S.A. 19-3701 et. seq. or K.S.A. 12-3301 et. seq.

1-1.2 Declaration of Finding and Policy. The Commissioners find that the provision of adequate and reasonable control over environmental conditions in the county is necessary and desirable. A sanitary code establishes standards to eliminate and/or prevent the development of environmental conditions that are hazardous to health and safety, and promotes the economical and planned development of the land and water resources of the county. For these reasons and objectives, it will be the policy of the Board of County Commissioners to adopt and amend a sanitary code to provide current regulation of practices that affect health and safety.

1-1.3 Purpose. The purpose and intent of this chapter is to prescribe the administrative procedures to be followed in administering this sanitary code or any amendments thereto; and to prescribe rules and regulations for controlling practices to minimize health and safety hazards.

1-1.4 Title. This code shall be known and referred to as the Ottawa County Sanitary Code.

1-1.5 Applicability. The procedures prescribed in this chapter shall be followed in administering this code and any amendments thereto.

1-1.6 Effective Date. This code shall become effective ninety (90) days after adoption by the Ottawa County Commissioners.

1-2 DEFINITIONS: the following words, terms and phrases appear in more than one chapter of this Code and thus have general application and usage. Words, terms, and phrases appropriate or applicable to specific chapters within this Code may be found in that particular chapter.

1-2.1 Administrative Agency means the entity authorized to implement the provisions of this code. The Administrative Agency for Ottawa County is designated as the Ottawa County Health Department.

1-2.2 Administrative Rules means those rules and regulations contained in chapter one of this sanitary code which prescribe general procedures to be followed in the administration of the sanitary code adopted by the county.

1-2.3 Authorized Representative means any person who is designated by the Administrative Agency to administer this code.

1-2.4 Board of County Commissioners means the Board of County Commissioners of Ottawa County, Kansas.

1-2.5 Code means any model or standard published compilation of rules in a book or pamphlet form which has been prepared by a technical association, a federal agency, this state, or any agency thereof, municipalities of this state or agency or instrumentality and any metropolitan thereof, or regional agency within this state and such codes may be specifically, but shall not be limited to: wastewater disposal, water supply systems, solid waste management, food management, swimming pools, and mass gatherings. (K.S.A. 12-3301)

1-2.6 Hearing Officer means an individual, appointed by the Ottawa County Commissioners, to hear appeals from decisions made by the Administrative Agency relating to the administration of this code.

1-2.5.1.1 Person means an individual, corporation, partnership, association, state, or political subdivision thereof, federal, state agency, municipality, commission, or interstate body or other legal entity recognized by law as the subject of rights and duties.

1-2.8 Premise means any lot or tract of land and all buildings, structures, or facilities located thereon.

1-2.9 State Department of Health means the Kansas Department of Health and Environment.

1-3 ADMINISTRATIVE POWERS AND PROCEDURES.

1 -3.1 Right of Entry. Representatives of the Administrative Agency shall have the power and authority to enter property to inspect for compliance with the County sanitary code. The Administrative Agency shall contact the occupant by phone prior to entry. If phone contact cannot be made, a notice shall be left at the occupant's home.

1-3.2 Permit and License.

- a. Applications for Permits and Licenses.** Every person required by this sanitary code to obtain a permit or license shall make application for such permit or license to the Administrative Agency.
- b. Issuance of Permit or License.** After receipt of an application as required by his code, the Administrative Agency shall begin such investigation as deemed necessary to determine whether the permit or license should be issued or denied, and shall issue or deny the permit or license within 30 days of such receipt. If the permit or license is denied, the Administrative Agency shall send the applicant a written notice and state the reasons for rejection.
- c. Permit or License Nontransferable.** No permit or license required by this sanitary code shall be transferable, nor shall any fees required and paid therefore be refundable.
- d. Permit or License Revocation.** All permits or licenses are subject to revocation for reasons of noncompliance or misrepresentation.
- e. Standard Fees.** The Administrative Agency shall establish a schedule of fees for all permits and licenses required by the code, and said fees shall be paid into the Administrative Agency. The Administrative Agency shall not process any application for a permit or license until the required fee has been paid. (K.S.A.19-3702.)

1-3.3 Notices, Orders, Appeals.

- a. **Notice of Violations.** When the Administrative Agency determines that there has been a violation of any provision of this Code, notice of such violation shall be issued to the person responsible. The notice shall:

- (1) be in writing;
- (2) include a statement of why the notice is being issued;
- (3) allow a reasonable period of time for performance of any work required by the notice; and,
- (4) be properly served upon the owner or agent.

Such notice shall be deemed properly served when a copy thereof has been sent by registered mail to the last known address of the owner or agent.

- b. **Appeal for Hearing.** Any person aggrieved by any notice or order issued by the Administrative Agency under the provisions of this sanitary code may request, and shall be granted, a hearing on the matter before the Hearing Officer; provided such person shall file with the Administrative Agency within ten working days after the date of issuance of the notice or order, a written petition requesting a hearing and setting forth the grounds upon which the request is made. The filing of the request for a hearing shall operate as a stay of the notice or order. Upon receipt of such petition, the Administrative Agency shall confer with the Hearing Officer and set a time and place for such hearing and shall give the petitioner written notice thereof. At such hearing, the petitioner shall be given an opportunity to show why such notice or order should be modified or withdrawn. The hearing shall be commenced no later than ten working days after the date on which the petition was filed; provided, that upon request of the petitioner, the Administrative Agency may postpone the hearing for a reasonable time beyond such ten-day period, when in the Agency's judgment the petitioner has submitted justifiable reason for such postponement.
- c. **Report of Hearing.** Within ten working days after such a hearing, the Hearing Officer shall submit the findings of the hearing in writing to the Administrative Agency. The findings shall include a recommendation that the order be sustained, modified, or withdrawn. Upon the receipt of the report of the Hearing Officer, the Administrative Agency shall consider the report and issue an order, confirming, modifying or withdrawing the notice or order, and shall notify the appellant in the same manner as is provided for in Sec. 1-3.3.a.
- d. **Emergency Orders.** Whenever the Administrative Agency finds that an emergency exists which requires immediate action to protect the public, the Administrative Agency may issue an order reciting the existence of such an emergency, specifying action be taken to meet the emergency. Such an order shall be effective immediately. Any person to whom such an order is directed shall comply therewith immediately.

1-3.4 Records.

- a. **Permit or License Applications.** Applications for permits or licenses required by this code shall be filed with the Administrative Agency.
- b. **Official Actions.** A written record of all official actions taken on applications for permits and licenses required by this sanitary code shall be kept on file with the Administrative Agency.
- c. **Proceedings of Hearings.** The proceedings of all hearings, including findings and decisions of the Hearing Officer, and a copy of every notice and order related thereto shall be filed with the Administrative Agency. Transcripts of

the proceedings of hearings need not be transcribed unless a judicial review of the decision is sought.

1-4 GENERAL PROVISIONS

1-4.1 Enforcement Procedure. The County Attorney shall enforce the provisions of this code and other environmental codes adopted by the county and is hereby authorized and directed to file appropriate actions for such enforcement, upon request of the Administrative Agency. Actions of injunction, mandamus, and quo warranto may be utilized for enforcement of these codes and shall be governed by the provisions of the Kansas Code of Civil Procedure.

1-4.2 Penalties. In addition to, and independently of, the enforcement procedures provided in section 1-4.1 herein, upon conviction of any violation of any provision of a sanitary code shall be deemed to be a misdemeanor and punishable by a fine not to exceed two hundred dollars (\$200) for each offense. Each day's violation shall constitute a separate offense. (K.S.A. 19-3707.)

1-4.3 Disclaimer of Liability. This code and other environmental codes adopted shall not be construed or interpreted as imposing upon the county or its officials or employees (1) any liability or responsibility for damages to any property, or (2) any warranty that any system, installation or portion thereof that is constructed or repaired under permits and inspections required by code will function properly.

1-4.4 Separability. If any clauses, sentences, paragraph, section or subsection of this code shall for any reason, be adjudged by any court of competent jurisdiction to be unconstitutional and invalid, such judgment shall not affect, repeal or invalidate the remainder thereof, but shall be confined to the clause, sentence, paragraph, section or subsection thereof so found unconstitutional and invalid. (K.S.A.19-3708)

ON-SITE WASTEWATER MANAGEMENT

CHAPTER 2

2-1 PURPOSE AND INTENT.

Sewage is a potential source of disease and a hazard to the health, safety, and welfare of the public. It is the purpose of this chapter to provide minimum standards for the location, design, construction, maintenance and use of on-site wastewater systems, and the removal and disposal of materials from such facilities within the legal boundaries of Ottawa County.

2-2 APPLICABILITY.

The provisions of this chapter shall not apply to incorporated areas or to any premises under one ownership which exceeds 462,720 acres, more or less, and which is used only for agricultural purposes, located in Ottawa County, Kansas, pursuant to KSA 19-3706.

2-3 DEFINITIONS.

- 2-3.1 **Nuisance** means conditions or activities which have or threaten to have a detrimental effect on the health of the public or its members.
- 2-3.2 **Private Wastewater System** means any system which does not hold a Kansas Water Pollution Control Permit. This includes wastewater disposal systems which function by soil absorption, evaporation, transpiration, holding tanks, or any combination of the above.
- 2-3.3 **Sanitary Privy** means a facility designed for the disposal of non-water carried wastes from the human body.
- 2-3.4 **Sanitary Service** means the pumping out and/or removal of sewage, sludge, or human excreta from privies, vaults, septic tanks, or private wastewater systems; and the transportation of such material to a point of final disposal.
- 2-3.5 **Sewage** means any substance that contains any of the waste products or excrementitious or other discharges from the bodies of human beings or animals, or chemical or other wastes from domestic, manufacturing or other forms of industry.
- 2-3.6 **Subdivision** means the division of a lot, tract or parcel of land into two or more lots, tracts, parcels or other divisions of land for sale, development or lease.
- 2-3.7 **Vault/Holding Tank** means a water-tight receptacle for the retention of sewage either before, during, or after treatment.
- 2-3.8 **Waste Stabilization Pond** means a pond designed specifically to treat sewage by natural water stabilization processes under the influence of air and sunlight.
- 2-3.9 **Wastewater System** means any system along with attendant pipes and appurtenances designed and constructed to collect, store, treat, and dispose of domestic, industrial or commercial waste.

2-4 PROHIBITED PRACTICES.

2-4.1 Use of Nonapproved Private Systems. No person shall use, or cause to be used, any new private wastewater system, or privy constructed after adoption of this sanitary code until it has been inspected and determined to comply with the provisions of this code by the Administrative Agency.

2-4.2 Pre-existing Systems. A private wastewater system in use before the adoption of this code shall not be required to comply with the provisions of this code unless it:

- a.** has been enjoined as a public health nuisance by a court of competent jurisdiction;
- b.** discharges wastes onto the surface of the ground, or waters of the state, or,
- c.** causes vector breeding, produces offensive odors or any condition that is detrimental to health.

2-4.3.1 Use of Private Systems Within 400 Feet of Public Sewer. No private wastewater system shall be constructed within 400 feet of an existing public sewer, unless the Administrative Agency finds that connection to such a sewer is not feasible and that a private wastewater system, meeting the requirements of this code, can be constructed on that property.

2-4.4 Location of Private Wastewater Systems Below Full/Flood Pool. No portion of a private wastewater system shall be located below the flood pool elevation of any reservoir or full pool elevation of any pond, lake, or water supply reservoir unless written approval is obtained from the appropriate Administrative Agency.

2-4.5 Location of a Private Wastewater System Within 50 Feet of Well. No portion of a private wastewater system shall be located less than 50 feet from a water well or a line from a water well, unless the facility is of water tight construction. No sanitary sewer line, regardless of construction, shall be located less than 25 feet from a water well or from a line from a water well.

2-5 MINIMUM STANDARDS FOR SOIL TOPOGRAPHY AND GEOLOGY.

No private wastewater system which is dependent upon soil absorption for the disposal of wastewater, shall be constructed on any lot of any size unless minimum standards for percolation rates or soil profiles and depth to impervious rock or groundwater are met. *This includes evidence of seasonal water table intrusion, rock ledges, shale, or other impervious materials within 4 feet of the bottom of the excavation.* These tests shall be the responsibility of the person applying for the permit. A representative of the Administrative Agency shall visit the site to observe the results of the tests. With percolation rates of one (1) inch per hour or more, a soil absorption system shall be installed. With percolation rates of less than one (1) inch per hour, a waste stabilization pond or other approved alternative system shall be installed. Special exemptions, approved by the Administrative Agency, may be issued. If the person applying for the permit wishes to re-run a test or submit a different test, it is their option and the applicant shall be responsible for the costs incurred by the recheck test. All results shall then be reviewed by the Administrative Agency to make a final decision.

2-6 REQUIREMENTS FOR PRIVATE WASTEWATER SYSTEMS.

2-6.1 Approval of Plans. After adoption of this code no person shall develop any private wastewater until the plans and specifications for such system have been approved by the Administrative Agency. References approved by the Kansas Department of Health and Environment may be used as a guide by the

Administrative Agency in reviewing and approving plans for private wastewater systems.

2-6.2 Permit. No person shall construct or modify, or permit to be constructed or modified, any private wastewater system until a permit has been issued by the Administrative Agency.

2-6.3.1 Suitable Site. No site shall be approved if:

- a. connection to an approved public wastewater system is feasible or the site violates the provisions of Section 2-4 of this code;
- b. the site contains less than three acres of land exclusive of roads, streets, or other public rights-of-way or easements; and,
- c. the soil, topography, and geology do not meet the requirements set forth in Section 2-5.

2-6.4 Location of Private Wastewater Disposal Systems.

Table 2-1

Area	Minimum Separation
Any part of a wastewater system to:	
Septic tank to house	10'
Wastewater effluent from groundwater	4'
Streams, lakes, and ponds	50'
House it serves	20'
Applicant's private water supply well	50'
Public water supply well	100'
Private water transmission lines	25'
Public water transmission lines	25'
Property lines, including rights-of-way	25'*
Waste stabilization ponds to:	
House it serves	100'
Other residential structures	250'
Property lines, including rights-of-way	100'*

**may be waived to no less than 10 feet if other separations can be maintained and the adjoining property is used for non-residential and non-commercial use or if written permission is obtained from the adjoining property owner (shall not be waived to less than 50 feet for waste stabilization ponds). When the adjoining property is a road right-of-way, half of the right-of-way may be considered part of the separation distance.*

2-6.5 Construction Approval. All private wastewater systems developed or modified after the effective date of this sanitary code must be inspected and approved by the Administrative Agency for compliance with the approved plans; and no portion of the system shall be covered or made inaccessible to inspection prior to approval.

2-6.6 Proper Maintenance and Operation. All private wastewater systems shall be maintained in good working condition. Whenever the Administrative Agency shall find any private wastewater system in violation of this code, the owner and/or user shall be ordered to correct the condition.

2-6.7 Waiver. The Administrative Agency shall have the authority to grant exceptions when reliable information is provided which can justify the exception without causing a health hazard or contaminating surface or groundwater of the State.

2.7 REQUIREMENTS FOR INSPECTION OF PROPERTY TRANSACTIONS

An inspection is required of all wastewater systems before the sale or refinancing of a house or a manufactured or mobile home on an individually owned site. After the owner determines the location of the tank and laterals, the tank should be uncovered, opened, and pumped, unless satisfactory records are available to prove that it has been pumped and inspected in the last five years.

2-8 REQUIREMENTS FOR PRIVIES.

2-8.1 Approval of Plans. No person shall construct or modify any privy until the plans and specifications for the proposed construction and/or modification have been approved by the Administrative Agency.

2-8.2 Approval of Construction. No person shall use, or make available for use, any newly constructed or modified privy until the construction has been inspected by the Administrative Agency for compliance with approved plans.

2-8.3 Proper Maintenance. No person shall use, or offer for use, any privy that is not maintained in a clean and sanitary condition.

2-8.4 Location.

- a. No privy shall be installed less than 50 feet from an existing well.
- b. No privy shall be constructed or reconstructed on any premise served by a public water supply or on which water is delivered to any building under pressure, unless special permission for use of a privy is obtained from the Administrative Agency.
- c. No privy shall be constructed or reconstructed after adoption of this code unless it has a water-tight vault.

2-9 SANITARY SERVICES.

2-9.1 License. No person shall remove or transport any wastes from any private wastewater system or privy, unless that person holds a valid license from the Administrative Agency.

2-9.2 Contracting With Unlicensed Persons Prohibited. No person responsible for operating a private wastewater system or privy shall contract with any person for sanitary service unless that person holds a valid license.

2-9.3 Minimum Standards for Sanitary Service Equipment. All equipment used for the rendering of sanitary service shall be of watertight construction and maintained in good working condition. This ensures that all materials removed from private wastewater systems or privies will be transported to an approved point of disposal without spillage of the waste.

2-10 REQUIREMENTS FOR WASTE STABILIZATION PONDS.

2-10.1 Plans. No person shall construct or modify any waste stabilization pond until the plans and specifications for the proposed construction and/or modification have been approved by the Administrative Agency.

2-10.2 Site. Waste stabilization ponds shall be separated from other areas by distances equal to or greater than those shown in Table 2-1.

2-10.3 Operation. All waste stabilization ponds must be non-discharging, and free from cattails, weeds, and trees.

2-10.4 Maintenance. All waste stabilization ponds, regardless of when installed, must be fenced. Minimum height of required fence is four feet, with additional barbed wire required above the fence when livestock is present. The fence itself can have no openings in wire larger than 2" X 4" and no space greater than two (2) inches at the bottom. A gate must be present and have no opening larger than 2" X 4", with no space larger than two (2) inches along the bottom and sides. The gate must have a means to keep it closed.

2-11 WASTEWATER SYSTEM INSTALLER AND MAINTENANCE LICENSURE

2-11.1 License Required. No person shall repair or install a private wastewater disposal system unless they hold a valid Wastewater System Installer and Maintenance License from the Administrative Agency. Property owners are exempt from the license requirements, but not exempt from code requirements.

2-11.2 Application, Class, and Examination. Every person wishing to obtain a Wastewater System Installer and Maintenance License shall make application for a license at the Administrative Agency. The application will be notified of the next class and exam date. A fee shall be paid to the Administrative Agency for the Wastewater System Installer and Maintenance Exam. A license shall be issued upon completion of the exam with a score of 70% or higher.

2-11.3 License Fee. An annual fee may be paid to the Administrative Agency by January 1 of each year, following the initial issuance of the Wastewater System Installer and Maintenance license.

2-11.4 Continuing Education. A requirement for continuing education is set for extended renewal of a Wastewater System Installer and Maintenance License. The Licensee must complete at least 2 hours of continuing education every five years starting at the time the first license is issued. The continuing education must be pertinent and related to wastewater. Continuing Education Units (CEU=s) must be submitted to the Administrative Agency.

2-10.5 Liability Requirements. Before a license can be issued, the application must provide a certificate of insurance for liability coverage.

2-10.6 Revocation of License. A license issued under the provisions of this Chapter may be revoked for violation of any of the terms of this Code. No license shall be revoked until the license holder has been given notice in writing of the violation and reasonable opportunity to comply with the provisions of this Code.

2-11.7 Reciprocity With Other Licensing Programs. Licensure in other counties shall be reciprocal with licensure in Ottawa County if training, exam, and passing scores are equal to or greater than those required for licensure in Ottawa County.

2-11.8 Contracting With Unlicensed Persons Prohibited. No person responsible for operating a private wastewater system shall contract with any person for services unless that person holds a valid permit or license to provide such services from the Administrative Agency.

2-12 REQUIREMENTS FOR SUBDIVISION DEVELOPMENT.

After adoption of this code, no person shall develop any subdivision until plans and specifications for onsite wastewater provisions and/or protection have been approved by the Administrative Agency.

2-13 NON-CONFORMING LOTS.

- 2-13.1 Structure Alteration.** In no case shall a structure, served by a private wastewater disposal system and located on a lot that does not meet size and separation requirements of this Code, be altered, replaced, reconstructed, or enlarged in such a manner that would enable an increase in the number of persons residing in said structure or otherwise produce an increase in the volume of wastewater.
- 2-13.2 Reconstruction Limited.** Repairs, maintenance, or reconstruction of said structure shall be limited to those items necessary to keep the structure in sound condition.
- 2-13.3 Change of Usage.** Use of said structure shall not be changed in any manner which increases the volume of wastewater used.
- 2-13.4 Case-by-Case Basis.** Each occurrence of repair, reconstruction, or alteration done to structures on non-conforming lots shall be reviewed on a case-by-case basis.

NONPUBLIC WATER SUPPLIES

CHAPTER 3

3-1 PURPOSE AND INTENT.

The provisions of this chapter are for the purpose of regulating and controlling the development, maintenance, and use of all water supplies other than public in Ottawa County, Kansas, in order that public health will be protected and the contamination and pollution of the water resources of the county will be prevented.

3-2 APPLICABILITY.

The provisions of this chapter shall not apply to incorporated areas or to any premises under one ownership which exceeds 462,720 acres, more or less, and which is used only for agricultural purposes, located in Ottawa County, Kansas, pursuant to KSA 19-3706.

3-3 DEFINITIONS.

3-3.1 Abandoned Water Well means a water well determined by the Administrative Agency to be a well:

1. In which the use has been permanently discontinued;
2. In which pumping equipment has been permanently removed;
3. Which is in such a state of disrepair that it cannot be used to supply water, or it has the potential for transmitting surface contaminants into the aquifer or surface waters or both conditions exist;
4. Which poses potential health or safety hazards; or
5. Which is in such a condition that it cannot be placed in active or inactive status.

3-3.2 Domestic Purpose means water used for drinking, culinary, and ablutionary purposes.

3-3.3 Private Water Supply means a water supply for domestic purposes which is provided for, and used by, no more than one family in a single structure which is designed or intended for occupancy by only one family.

3-3.4 Public Water Supply means a system that has at least ten (10) service connections or regularly serves an average of at least 25 individuals daily at least 60 days out of the year. (K.S.A. 65-162a)

3-3.5 Semi-Public Water Supply means a water supply system that has from two to nine service connections being used, or serving 10 - 25 individuals between 7 and 60 days out of the year.

3-4 REQUIREMENTS FOR SEMI-PUBLIC WATER SUPPLIES.

3-4.1 Permit to Construct. No person shall develop any semi-public water supply subject to regulations of this Code until they have obtained a permit from the Administrative Agency.

3-4.2 Minimum Water Testing Standards for Semi-Public Water Supplies. Semi-public water supplies shall be tested semi-annually for total coliform and fecal coliform, annually for nitrate, and annually for chloride. Results of the testing shall be submitted to the Administrative Agency. Testing shall be done by a state approved lab. The Administrative Agency shall reserve the right to require further tests if, in their opinion, a potential exists for other contamination.

3-4.3 Approval of Plans. No person shall construct, after adoption of this Code, any semi-public water supply on any property subject to the provisions of this Code until the plans and specifications have been submitted to, and approved in writing by the Administrative Agency.

3-4 REQUIREMENTS FOR PRIVATE WATER SUPPLIES.

3-5.1 Permit. No person shall develop any water supply subject to regulations of this code until a permit has been obtained from the Administrative Agency.

3-5.2 Approved Plans. No permit to develop a water supply subject to regulations of this code shall be issued until the plans have been approved by the Administrative Agency.

3-6 ABANDONED WATER WELLS

All abandoned wells whether they are cased or uncased shall be plugged in accordance with K.A.R. 28-30-7.

3-7 MINIMUM STANDARDS FOR GROUNDWATER SUPPLIES.

3-7.1 Location. All wells used as sources of water for water supplies shall be separated from the specified sources of pollution by distances equal to or greater than those shown in Table 3-1. Such distances may be increased by the Administrative Agency to provide assurance that the well will not be contaminated.

Table 3-1

Area	Minimum Separation
Subsurface absorption field for septic tank effluent	50'
Pit privy	50'
Septic tank	50'
Barnyards, stables, manure piles, animal pens, etc.	50'
Streams, lakes and ponds	50'
Sewer lines, not constructed of cast iron or other equally tight construction	50'
Sewer lines, constructed of cast iron or other equally tight construction	25'
Lagoons	50'
Property lines	25'

3-7.2 Construction. The enforcement of this section of the sanitary code shall be regulated in accordance with K.A.R. 28-30-1 et. seq. as amended. Recommended standards for design, construction and location; and practices consistent with current approved technology shall be followed.

3-8 REQUIREMENTS FOR SUBDIVISION DEVELOPMENT.

After adoption of this code, no person shall develop any subdivision until the plans and specifications for water supply provision and/or protection have been approved by the Administrative Agency.

3-9 WATERWELL PUMP INSTALLER AND MAINTENANCE LICENSURE.

3-9.1 License Required. No person shall repair or install a waterwell pump unless they hold a valid Waterwell Pump Installer and Maintenance License from the Administrative

Agency . Property owners are exempt from the license, but no exempt from provisions of the code.

- 3-9.2 Application, Class, and Examination.** Every person wishing to obtain a Waterwell Pump Installer and Maintenance License shall make application for a license at the Administrative Agency . The applicant will be notified of the next class and exam date. A fee shall be paid to the Administrative Agency for the Waterwell Pump Installer and Maintenance Exam. A license shall be issued upon completion of the exam with a score of 70% or higher.
- 3-9.3 License Fee.** An annual fee shall be paid to the Administrative Agency by January 1 of each year, following the initial issuance of the Waterwell Pump Installer and Maintenance License.
- 3-9.4 Continuing Education.** A requirement for continuing education is set for extended renewal of a Waterwell Pump Installer and Maintenance License. The Licensee must complete at least 2 hours of continuing education every five years starting at the time the first license is issued. The continuing education must be pertinent and related to waterwells. Continuing Education Units (CEU=s) must be submitted to the Administrative Agency .
- 3-9.5 Liability Requirements.** Before a license can be issued, the applicant must provide a Certificate of Insurance for liability coverage.
- 3-9.6 Revocation of License.** A license issued under the provisions of this Chapter may be revoked for violation of any of the terms of this Code. No license shall be revoked until the license holder has been given notice in writing of the violation and reasonable opportunity to comply with the provisions of this Code.
- 3-9.7 Reciprocity With Other Licensing Programs.** Licensure in other counties shall be reciprocal with licensure in Ottawa County if training, exam, and passing scores are equal to or greater than those required for licensure in Ottawa County.
- 3-9.8 Contracting With Unlicensed Person Prohibited.** No person responsible for operating a private well or semi-public well shall contract, or offer to contract, with any person for services unless that person holds a valid permit or license to provide such service from the Administrative Agency.